



Cheyenne
**Laramie County
Public Health**

Are you looking for a job that is challenging and has excellent benefits? If so, we have the job for you. We are hiring a Receptionist in our Nursing Division to join our amazing team in Cheyenne, Wyoming.

The heart of public health is the community we work to protect. For Cheyenne Laramie County Public Health (CLCPH), that community is Laramie County. We live by the mission to protect, promote, and enhance community health for everyone in Laramie County.

As a receptionist, you will:

- » Welcomes patients and visitors to the office and directs questions to appropriate staff members.
- » Schedules provider's appointments to optimize patient satisfaction, provider time and most effective use of exam and treatment rooms.
- » Collects co-pays and other payments from patients. Inputs data from client superbill into the electronic record.
- » Ensure timely answering of phones, direct calls to the appropriate team member, proactive follow-up, manage voicemail.
- » Works to ensure daily operations are carried out in accordance with CLCPH policies and procedures and regulatory guidelines.
- » Maintains patient accounts by verifying insurance information and coordinating with relevant organizations for payment. Assists patients with insurance papers and billing questions. Collects forms of ID from patients and any other information necessary for their appointment.

If you are the right person for this opportunity, you will have the following skills and experience:

- » Valid driver's license
- » High School diploma required.
- » Medical Terminology, medical billing, and medical scheduling knowledge is preferred but not required.
- » Bilingual preferred but not required.

Find out more about Cheyenne Laramie County Public Health at:

<https://clcpublichealth.org/public-health-nursing-home/>.

If you are ready to become part of our amazing team, you can apply at Indeed.com or on our website at <https://clcpublichealth.org/admin/job-openings/>.

